UNITED NATIONS

ST

Secretariat

ST/IC/1992/51
3 September 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: HOST COUNTRY TRAVEL REGULATIONS*

1. The Secretary-General has received from the United States Mission to the United Nations a note verbale dated 7 August 1992 advising on changes in procedural requirements for private travel in the United States undertaken by staff members of Russian nationality and their dependants.

2. According to the note, staff members from the Russian Federation and their dependants "will no longer be required to request approval for private recreational travel".

3. However, the individuals concerned will still be required to notify the United States Mission to the United Nations of such recreational travel by submitting a travel notification form (ofmt 100-92).

4. The Secretary-General, in his reply of 7 August 1992, welcomed this decision by the host country, which took effect on 13 July 1992 although the requirement referred to in paragraph 3 above is still of a restrictive character. The Secretary-General, therefore, reiterated the well-known position of principle of the Organization concerning the restrictive and discriminatory treatment of United Nations staff members solely on the basis of their nationality and expressed the hope that all remaining travel restrictions will be removed by the host country as soon as possible.

5. Copies of the two notes verbales are set out in annexes I and II to the present circular.

6. The existing arrangements for official travel will remain unchanged and will be made in the usual manner.

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* Personnel Manual index No. 13019/H.

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Annex I

NOTE VERBALE DATED 7 AUGUST 1992 FROM THE UNITED STATES MISSION TO THE UNITED NATIONS ADDRESSED TO THE SECRETARY-GENERAL

The United States Mission to the United Nations presents its compliments to the Secretary-General of the United Nations and has the honour to inform the Secretary-General of certain changes in procedural requirements for travel in the United States by members of the Permanent Mission of the Russian Federation to the United Nations and Russian nationals at the United Nations Secretariat.

Effective 13 July, all restrictions on travel to closed areas in the United States to which Russian Federation Mission personnel and their dependants were subject have been abolished. (Russian Federation nationals at the United Nations Secretariat have never been affected by closed area controls.) Russian Mission personnel with the rank of Ambassador, Minister and Counsellor may undertake travel to any destination without prior advance notification. Other Russian Federation Mission personnel and their dependants will continue to submit travel notifications to the United States Mission, but may use a revised, streamlined travel notification form.

Russian Federation nationals at the United Nations Secretariat and their dependants will no longer be required to request approval for private recreational travel, but must still submit notifications to the United States Mission for such travel. Private recreational travel for which timely notification is given will not be subject to denial by the Department of State. In cases where notification is not provided on a timely basis, travel may be undertaken only after the Department of State grants a time exception and approval has been received by the traveller. The timely notification requires that travel notification forms be submitted two full working days in advance of the planned departure, not including day of departure or day of submission of travel note.

A revised, streamlined travel notification form (ofmt 100-92) may be used by Russian Federation nationals for private recreational travel notification. (Other nationals at the United Nations who are subject to travel controls will continue to use the standard travel notification/travel authorization/service request form (ofmt 100-90).) Travel notification forms must be typewritten and contain all the following information: traveller's (and accompanying travellers') full name, title, organization, travel date(s), destination(s), routing, mode of transportation and license plate number (not applicable for rentals).

The United States Mission to the United Nations avails itself of this opportunity to renew to the Secretary-General of the United Nations the assurances of its highest consideration.

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Appendix

DEPARTMENT OF STATE - UNITED STATES MISSION TO THE UNITED NATIONS

Travel Notification Form

Sent from: _____

THIS FORM MUST BE TYPED AND FILLED IN COMPLETELY

Continuation sheets may be used as necessary. A separate form must be filed for each trip. (ofmt 100-92)

Date of Request _____/_____/_____
month day year

State Dept. Personal ID # (PID) (If applicable) _____

Name of traveller (Last, First, Middle) _____

Title _____

Organization _____

Names of Acc. Travellers Title State Dept. PID #

----------TRAVEL ITINERARY----------

1) Date _____/_____/_____ From _____Dep. _____am/pm
month day year

mode _____ To _____Arr. _____am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year _____

Routes: _____

_____

2) Date _____/_____/_____ From _____Dep. _____am/pm
month day year

mode _____ To _____Arr. _____am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year _____

Routes: _____

_____

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(ofmt 100-92)

----------TRAVEL ITINERARY (continued)----------

3) Date ____/____/____ From _____ Dep. _____ am/pm
month day year

mode _____ To _____ Arr. _____ am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year ____

Routes: _____

_____

4) Date ____/____/____ From _____ Dep. _____ am/pm
month day year

mode _____ To _____ Arr. _____ am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year ____

Routes: _____

_____

5) Date ____/____/____ From _____ Dep. _____ am/pm
month day year

mode _____ To _____ Arr. _____ am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year ____

Routes: _____

_____

6) Date ____/____/____ From _____ Dep. _____ am/pm
month day year

mode _____ To _____ Arr. _____ am/pm

If driving, please provide the following (not applicable for rentals):

License Plate # _____ Make/Colour of Car _____ Year ____

Routes: _____

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Annex II

NOTE VERBALE DATED 7 AUGUST 1992 FROM THE SECRETARY-GENERAL ADDRESSED TO THE UNITED STATES MISSION TO THE UNITED NATIONS

The Secretary-General presents his compliments to the United States Mission to the United Nations and has the honour to refer to the latter's note verbale dated 7 August 1992 informing the United Nations of changes in the procedural requirements for travel in the United States by Russian staff members and their dependants.

It is noted that United Nations staff members who are nationals of the Russian Federation and their dependants "will no longer be required to request approval for private recreational travel". However, these individuals will still be required to notify the United States Mission for such recreational travel by submitting a travel notification form. Although this requirement is of a restrictive character, the Secretary-General nevertheless welcomes this decision by the United States.

However, in view of the fact that some restrictions remain for staff members of the Russian nationality and that travel restrictions continue to be in force with respect to staff members of certain other nationalities, the Secretary-General is obliged to reiterate his well-known position of principle concerning the restrictive and discriminatory treatment of United Nations staff solely on the basis of their nationality. In this connection, the Secretary-General wishes to express the hope that all remaining travel restrictions will be removed by the host country as soon as possible.

The existing arrangements regarding official travel in the United States remain unchanged and will be made in the usual manner.